

Table of Contents

Agenda	1
Preface.....	2
Moving Again – A Practical Guide & Timetable	3
Organizing Your Important Personal Papers	6
SPM Checkout Information	7
Financial Management Center	9
Postal Notes	14
Cairo American College	16
Moving with Pets	17
Relocation, Reentry and Employment	18
Job Hunting on the Internet.....	19
How to Ship Consumables.....	22
Washington Area School Districts.....	25
Courses offered at OBC	26
AAFSW (American Association of Foreign Service Women).....	28
Stateside Relocation Contacts.....	30
Materials of Interest in CLO	31
Page For Your Notes.....	36



Departure Seminar Agenda

10:00am	Assemble in Auditorium Refreshments
10:10am	Welcoming Remarks - CLO
10:15am	Overview of Departure Process – Steve Smith, Administrative Counselor
10:20am	General Services – James Alderman, S/GSO Travel, Shipping & Customs - Ellis Estes Housing – Sharon Clark
11:00am	Personnel & Family Member Employment – Florence Crisp/Cathy Markardt
11:10am	AECWA – Gary Chapman
11:15am	Reentry Issues – Ray DeCastro
11:25am	Resources from FLO and CLO – Jan Saville, CLO
11:30am	Evaluations and Conclusions
11:35am	Break off session subgroups for STATE, OMC, AID and NAMRU

PREFACE

Whether this is your first or fourth move, the anxiety of making yet another transition is a daunting experience, wrought with career, personal and family considerations. This seminar has been designed to answer some of the most frequently asked questions and to offer suggestions for a smooth move.

We welcome any comments that will help us improve this program and be better equipped in providing helpful information to departing employees and their families.





Moving...AGAIN! A Practical Guide & Timetable

Moving, even for the seasoned foreign service officer, military member or international agency employee is a humbling experience. The best way to make your move as smooth as possible is to plan, prepare, and start early!

Assignment Notification – In most cases, assignment notification is not a complete surprise. But it does change how we feel, and gives a sense of reality. The following timetable is a common sense approach to moving and should be adapted for your particular case.

Three Months Prior to Departure:

- _____ Contact your new location. Request newcomer information. This will help you decide if you need to dispose of any personal items prior to departure. Order newspapers from the place you will be going. Contact the Chamber of Commerce. Contact your next overseas post for copies of its newsletters. Search the Internet for valuable sites about traveling to and living in your next post.
- _____ Advertise any items for sale in the Niler.
- _____ Make sure passports are not expired, make request for any visas that will be necessary.
- _____ Make a list of things you still want to purchase from Cairo.
- _____ Talk about the move with children and each other – what will you miss from Cairo? What will you not miss? What do you look forward to at the next place? What are you not looking forward to? Keep children involved throughout the planning and moving process.

Two Months Prior to Departure:

- _____ Contact GSO/TSC (Travel, Shipping & Customs) to select a packer and to schedule pack-out date and shipment of POV.
- _____ Schedule Housing Inspection and Inventory (must know pack-out dates).
- _____ Contact Embassy Travel Agent to book departure flights. Note: Immediately following school release, flights are heavily booked and you should plan accordingly.

- _____ Notify school (if applicable) and notify Amina O’Kane of departure plans and request school records.
- _____ Notify household help of your plans for departure.
- _____ Begin cleaning out the pantry and making any repairs to items to be shipped.
- _____ Notify magazine subscriptions of change of address.

One Month Prior to Departure:

- _____ Select a staging area in your home for hand carry items and begin setting these items aside. Especially important documents. – these should always be hand carried!! This area should also be used on pack-out day as an off-limits area so items are not inadvertently packed i.e., government property.
- _____ Request a Medical Appointment for children in need of immunizations for next post.
- _____ Check on import rules for pets at destination. Make arrangements for vaccines for all animals.
- _____ Have a party for children to say good-bye to friends. Facilitate communication backward to weave a thread. Use letters, phone calls, e-mail
- _____ Notify APO of change of address order.

Three Weeks Prior to Departure:

- _____ Pick up items from dry cleaners, photo shops, repair shops, frame shop, etc.
- _____ Make arrangement for termination of any services subscribed, i.e., cable, internet service, newspaper, etc.
- _____ Pack-out!! Follow guidelines from TSC and Housing.

Two Weeks Prior to Departure

- _____ Plan an outing with family....you deserve to relax for a couple of days before the next leg of your journey begins.
- _____ Make repairs/restitution for damaged or missing furnishing.
- _____ Begin official check-out process at work.

Leave the last day free of commitments, be ready to handle any glitches. Sometimes it helps to take a break en route. After the last frantic days of moving and packing it can be helpful to unwind before you begin your home leave. Sometimes it is good to plan a break from extended family and friends, between stops to have some down time to revive.



Organizing Your Important Personal Papers

Getting ready to leave post is the time to gather and organize your important documents and records so that they'll be in a safe and accessible place. You may also consider preparing a reference list detailing where they can be found. One of the most important planning steps you can take is to keep all important papers and records organized in one place. If you need to leave suddenly because of a personal emergency, medivac, or evacuation, by planning ahead you will be spared having to search for papers that you must take with you. You should also consider that a planned week or so away from home often stretches into a longer separation, during which time these documents will be needed. Here is a suggested list of important papers you will want to include:

Automobile:	Driver's license, car registration and title, insurance papers
Birth Certificates:	Naturalization certificates, citizenship papers, adoption papers
Duplicate Address Book:	Keep one with family in the States or with another reliable source
Finances:	Money, travelers checks, check book and extra checks, credit cards, tax papers (put copy of last year's in a fire proof safe), addresses and phone numbers of accountants, lawyer, banker, broker, etc.
Household Inventory:	Storage/shipping information
Keys:	To house, safe deposit box, or car that is in another country or list of keys' location
Medical:	Shot records, medical and dental records, prescriptions as necessary, medical insurance card and policy number, proof of physical
Pet Records:	Vaccination records, medications, etc.
Passports	
Personal Papers:	Resume, transcripts, recommendations, certificates, awards, all relevant personnel information regarding your assignment in Cairo (SF50) Power of Attorney or Guardianship
School:	Records and report cards, transcripts, recommendations, test scores.
Other Important Papers:	Wills and other trust agreements, deeds, or mortgage papers (or renter's lease on your house), stock certificates/bonds, life insurance policies, list of credit card numbers, marriage certificate
	This should all now be in a safe deposit box!



SPM (Supply, Property & Management) Check-out Information

Pre-departure Information

Approximately two months before your scheduled departure you will receive a Pre-Departure Packet of Information from the Housing Office. The packet includes a summary of what needs to be done and when. It also includes Guidelines for Residential Cleaning Prior to Departure; excerpts from the Housing Handbook defining the tenant's responsibility for government furnishings; a cleaning checklist; and forms to request a Final Inspection, Departure Inventory, and a Hospitality Kit to use after you are packed out. These forms should be completed and sent to the various offices as soon as you know the packout date. Direct any questions you have on this procedure to the Housing Office or appropriate section.

Residences that are not left in a relatively clean condition are subject to the following charges based on what it costs the Embassy to clean the unit before doing a make-ready: 2 bedroom apartment - \$75, 3 bedroom apartment - \$100, 4 bedroom apartment - \$125, and a villa- \$175. The sponsor listed on the checkout sheet will be responsible for paying the bill on the departing employee's behalf.

Pre-departure Inventory

SPM usually schedules the pre-departure inventory of the furniture and furnishings at the same time the Housing Office's Residential Coordinator does a final inspection of the residence and furnishings. The employee must be present for the inspection and inventory.

If there is damage to the quarters or furnishings beyond normal wear and tear, as determined by SPM, the employee must either repair them or make arrangements to pay for the repairs at the employee's expense. The charge is then either the actual cost of repair (parts and labor), or if the item must be replaced, the cost is based upon a straight-line depreciated value of the item based on its original cost. For example, replacing a three-year-old lamp with an original cost of \$45, a life span of 6 years and an estimated salvage value of \$20 would cost an employee \$32.50. This is calculated as follows:

$$\begin{array}{rcl}
 \text{---} & \frac{\$45.00 - \text{original cost}}{\$20.00 - \text{salvage value}} & \frac{\$25.00 - \text{real cost}}{6 \text{ (yr)} - \text{total life}} = \$4.17 \\
 & \text{depreciation/yr} & \\
 & \$25.00 - \text{real cost} & \\
 & \$4.17 \times 3 \text{ (number of years old)} + \$12.50 & \\
 & \$12.50 + \$20 \text{ (salvage value)} + \$32.50 \text{ (total cost to employee)} &
 \end{array}$$

If an employee disagrees with the damage assessment determination, she/he may appeal to the mission's Property Survey Board. State employees may appeal to the Property Survey Review board in Washington, D.C.

On the day of departure from quarters, employees must insure that all residential keys are returned to the GSO Housing office.

Final Inspection

The Residential Coordinator of the Housing Office will do the Final Inspection. This inspection is a means of letting FAC and SPM know what needs to be done to the apartment to get it ready for another assignment and to ensure that the housing unit is returned to the USG in a clean and habitable condition. An adult member of the household must be present to let the Residential Coordinator know of any problems with mechanical equipment, appliances, fixtures, outlets etc. You will need to make arrangements to leave the key with someone when you depart.



Departure Information from the Financial Management Center

Prior to post departure, and/or upon receiving post checkout sheet, American employees should complete the following:

I. Civilian Employees Serviced by FMC/Cairo (for applicable services):

A. FMC Travel Unit: Submit travel claims for all outstanding travel (TDY, R&R, Educational Travel, Medical Evaluation, Emergency Visitation, etc.)

1. Home Service Transfer Allowance (SR, GC, FA 252) Civilian employees transferring to a U.S. domestic assignment are eligible for a home service transfer allowance consisting of a miscellaneous transfer allowance and an allowance for temporary lodging and subsistence. This allowance may be requested as a part of the employee's travel advance and accounted for when filing a travel claim voucher and form SF-1190 in the U.S. The advance amount may not exceed 30 days.
2. Foreign Transfer Allowance (SR, GC, FA 240) Civilian employees transferring between Foreign Service posts are eligible for a miscellaneous transfer allowance grant (\$350 single or \$700 with-family). This allowance may be paid as part of the employee's travel advance and accounted for when filing a travel claim voucher upon completion of travel.

B. FMC Payroll Liaison: Complete form SF-1190, Allowance Application, to adjust, or terminate, all applicable allowances (Separate Maintenance –SMA, Education Allowance)

1. Salary Advances: Per 4 FAM 536, American Foreign Service employees who transfer between foreign posts, or from a U.S. domestic to a foreign assignment, are entitled to an advance of pay. See FMC payroll liaison for detailed information and application form JF-55 (max is 6 pp net salary with 18 pp to repay).
2. Post Differential Allowance (SR, GC, FA 530): Post differential allowance automatically terminates upon permanent departure from the post of assignment. (Note- post differential is terminated during temporary travel to the U.S. and once terminated may not be reinstated until return to post. Employees are responsible for reporting all travel to the U.S. on form SF-1190, Allowance Application Grant and Report, for PD and/or HL eligibility adjustment.)
3. Cashier Office: Settle all indebtedness to the U.S. Government, such as:

- a) Outstanding travel advance from performance of official travel
- b) Repay USG for medical insurance proceeds received for treatment
- c) Outstanding personal long distance calls and/or home phone service fees
- d) Outstanding bills for personal use of official USG vehicles
- e) Outstanding bills for overweight shipment of HHE, UAB
- f) Outstanding bills for lost USG property
- g) Apply for reserve accommodation exchange: Sale of Property

4. DS-8: Final Salary clearance (for resignation/retirements at post). Contact Personnel Office, if applicable.

II. Civilian/Military Employees Not Payrolled by FMC/Cairo

A. FMC Travel Unit: Submit travel claims for all outstanding travel (TDY, R&R, Educational Travel, Medical Evacuation, Emergency Visitation, etc.)

B. Cashier Office: Settle all indebtedness to U.S. Government (examples):

- 1. Outstanding travel advance from performance of official travel
- 2. Outstanding personal long distance telephone calls and/or home phone service fees
- 3. Outstanding bills for personal use of official USG vehicles
- 4. Outstanding bills for overweight for shipment of HHE, UAB, etc.
- 5. Outstanding bills for lost USG property
- 6. Apply for reverse accommodation exchange: Sale of property, if applicable

C. You must leave with FMC the name of someone who will be responsible for any outstanding bills. The individual should be someone who is going to be at post for at least one year after your departure.

III. Income Taxes

When you are overseas in government employment, you will not enjoy any exemptions from federal, state, or, where applicable, city personal income taxes. Federal income tax is payable on or before April 15 each year. U.S. Citizens and resident aliens who live abroad are given until June 15 to file their federal returns, but they must attach a statement indicating they were living and working outside the United States on April 15. They will be billed for interest from April 15, on any tax due.

If you cannot meet the April 15 deadline (or June 15, as described), you may file a Form 4868, "Application for Automatic Extension of Time to File". The automatic extension is 4 months, to August 15, which includes the 2-month extension for overseas taxpayers. **Note that the extension of time to file does not mean extension of time to pay.** If you do not pay the estimated amount due at the time you file Form 4868, you will be assessed interest and penalty charges.

Regulations concerning state income tax should be checked with the appropriate authorities. Our regional IRS Representative in Rome has two employees to help and may be reached at the

following numbers: IRS Office (Rome Phone) 39-06-4674-2560, Fax: 39-06-4674-2223, E-mail: irsrome@usis.it. In general, the information in this section applies to both state and federal taxes, but there are exceptions. The important thing to remember is that most states and the District of Columbia require that Foreign Service personnel continue to pay taxes while on assignment abroad. States that do not have income tax are Alaska, Florida, Nevada, South Dakota, Texas, Washington, and Wyoming. New Hampshire and Tennessee have no tax on personal income but do tax businesses and profits from the sale of property and bonds.

Some states consider you liable for taxes if you have resided in that state more than 183 days of the year although domiciled in another state. If you have any uncertainty about your liability to a state jurisdiction you should consult, prior to your departure if possible, the state tax authorities. If you are a member of the American Foreign Service Association (AFSA), you may consult the associations' tax expert. If you fail to meet your state tax obligations, you will be faced with all unpaid taxes, plus interest and penalties. A more complete discussion of residence and domicile issues can be found in the OBC/FLO publication, What Do I Do Now, A Sourcebook on Regulations, Allowances and Finances.

A. Training Expenses - Non-reimbursed and documented expenses incurred during training while on temporary duty (TDY) orders for periods of less than 12 months may be deducted as business expenses. Use form 2106 to file claims for lodging yourself and accompanying family members, based on actual costs; meals, estimated on a reasonable basis; books and other training expenses. The claims may be accompanied by a statement from the Director of the Department of State's National Foreign Affairs Training Center (NFATC) or other appropriate official to the effect that your training was a temporary assignment and that you were either not entitled to per diem or entitled to only a limited amount. (It is not necessary to include this statement when filing, but it is helpful in case of an audit.) If you took a course at FSI between two overseas posts and the government shipped your family car directly to the next overseas post, the cost of car rental is also deductible.

B. Repair and Maintenance of Stateside Residence - Expenses in this category are deductible only when incurred while the residence is being rented, or has been advertised for rent or sale. If the residence is being rented, it is considered a rental income property. Rental income and offsetting expenses, including depreciation, must be claimed on Schedule E.

C. Moving Expenses - To be eligible for a moving expense deduction, you must be at post at least 39 weeks during the 12-month period immediately after arrival. Moving expense deductions cannot be taken if you retire or resign within those 39 weeks. However, if departure from post is unexpected and involuntary, the deductions are allowed.

Deductions are allowed (Form 3903; for moves to a post outside the U.S. use Form 3903F) for any legitimate expenses not covered by government allowances, such as:

1. Cost of shipping effects in excess of government allowances
2. Shipping Pets
3. Insurance for effects and cars
4. Non reimbursed losses incurred during shipment

5. Disconnecting utilities (does not include telephone)
6. Cost of shipping a second car, or the first car if it is foreign made and not covered by the government
7. Extra cost of first-class air travel, if you select it in lieu of economy class
8. Cost of transporting a family member who may be ineligible to travel at government expense
9. Actual cost of lodging in excess of per diem payments for official travel

D. Representation Expenses - Keep records of all official home entertaining (representation) such as restaurant bills or home entertainment accounts. These can justify business expense deductions if certified by the post fiscal officer as performed in the interest of the government and as prescribed in the employee's job description but not reimbursed due to insufficiency of funds. On Form 2106 show the total amount claimed, any amount reimbursed by the government, and the balance as your deduction. Attach an itemized list showing the date and type of expense, and relationship to Foreign Service activity.

E. Home Leave Expenses - Substantiated home leave deductions of a U.S. Foreign Service employee are deductible business expenses. However, the employee's family members' personal and living expenses are non-deductible. Business travel expenses include airplane, bus, railroad and taxi fares, baggage transfer costs, dry cleaning, hotel, meals, telephone, tips, auto rental, and mileage.

Claim home leave expenses on Form 2106. Attach a statement explaining that you are a Foreign Service employee on mandatory home leave, giving dates. If you traveled with family members, explain how you have allocated expenses between them and yourself. Keep all receipts and records of other expenses (such as an expense diary) along with a copy of your travel orders, in case of an audit. Keep your income tax records for at least 3 years in case you are audited.

Other deductible expenses are dues paid to professional organizations or unions for government classes or correspondence courses related directly to improving your job skills (not deductible if incurred to meet the minimum requirements of your profession) or to qualify you for a new profession, and transportation to official functions at the rate of 29 cents per mile or the actual documented costs. Claim these on Form 2106.

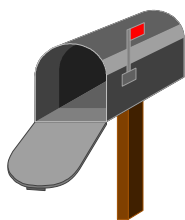
On Schedule A, deduct safe deposit box rental fees and costs of tax consultants and tax preparation.

Specifically not deductible are losses due to foreign currency exchange and payments to a retirement fund. Also not permitted are direct contributions to foreign charities. However, some government employees have successfully defended contributions to foreign charities as unavoidable business expenses related to the proper conduct of business of diplomatic representation. Some have made their contributions deductible by routing them through American charitable organizations with overseas operations. But extreme scrutiny by IRS can be expected if such expenses are deducted.

F. Medical insurance premiums paid by you, drug expenses (for prescription drugs and insulin only) and other medical and dental expenses are deductible to the extent that they exceed 7.5 percent of adjusted gross income. Transportation to source of medical care at 9 cents a mile plus parking fees and tolls can be included.

Because tax calculation is complicated, you should stay informed of changes in regulations and allowances. Government publications, IRS booklets, and consultations with visiting tax specialists are ways to do this while you are overseas. You may want expert advice as to whether it is in your interest to itemize deductions or take the standard deductions. The expense of tax consultation is deductible.

If you are a do-it-yourself tax person, you will still need expert counsel if you have special concerns about community property income, if your spouse is a non-resident alien, if you are ordered to evacuate to a safe-haven post and incur expenses not covered by the government allowances, and/or if you believe the cost of domestic help or out-of-pocket costs constitute legitimate business expenses. Consider discussing your situation with a professional before departing for post. You will then be able to call upon that person as the need arises with greater confidence that you will receive sound and timely advice.



Postal Notes

The following questions are commonly asked by movers, like yourself, about receiving mail at your new address.

Question: Do I need to fill out a form for each person in my home?

If your entire family is moving to the same address and each member has the same last name, you need to fill out only one Change of Address Order Form. For all other cases, each individual moving must fill out a separate form.

Question: When should I fill out my Change of Address Order Form?

This should be done at least 30 days before you move or as soon as you know your new address and the date of your move. The post office will forward to your new address mail that has your old address on it beginning on the “Start Date” of the Change of Address Form.

Question: How long will it take before I get forwarded mail at my new address?

If you send your Change of Address Order Form 30 days before you move, it could take three to five weeks after your indicated “Start Date” for your mail to be forwarded from your old address to your new one, depending on how far you have moved. This delay will be longer if you wait until the week of your move or until after you move before sending in your Change of Address Order Form.

Question: How long will the post office forward my mail and what are the costs?

First Class, Priority, PAL (Parcel AirLift): Forward for 12 months.

Second Class Mail: Forwarded for 60 days at no charge, including magazines.

Third Class Mail: Forwarded for 12 months.

Fourth Class Mail (Parcel Post): Forwarded locally for 12 months.

Question: How can I help my mail arrive at my new address as quickly as possible?

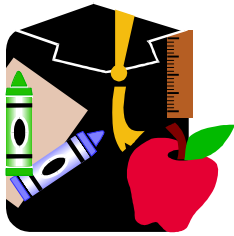
At least 30 days before you move, notify everyone who sends you mail what your new address will be and the date of your move. Many bills and statements have an area for making an address change notification. You can also use the Change of Address Notification to give your new address to family members, friends, businesses, and publications. Notification postcards are available at your APO.

Question: What about the mail that has the endorsement “Do Not Forward”?

Mail with these words on the envelope is not forwarded. Normally, for permanent moves, mail endorsed “Do Not Forward” is returned to sender.

Question: When is the best time to inform magazine and newspaper publishers of my move?

You should let all publishers know at least 4-6 weeks before you move. Take an address label from each of the publications you receive. Tape each address label securely to the space on the notification postcard in the area for your OLD address. Fill out the rest of the card and mail it to the publisher.



From Cairo American College to the Parents of CAC Students

1. Contact the Admissions/Registrar's Office as soon as you know when you are leaving.
2. Transcripts and report cards will only be issued to those students who have returned all library books and cleaned out their lockers.
3. Leave your forwarding address at the Admissions/Registrar's Office.
4. The availability of transcripts and other school records depends on the grade of the child. Transcripts may either be picked up or mailed.

On June 7 transcripts for elementary school age children will be ready.

On June 15 transcripts for middle school and high school students will be ready.

Advise the Admissions Office if you would like to have the transcripts mailed to you.

5. Please contact Amina O'Kane, CAC Registrar, if you have any questions regarding withdrawal from CAC. She can be reached by phone at 519-6665 x127 or 519-6809, or by e-mail at registra@tc.cac.edu.eg.



Moving with Pets

Our furry and feathered friends are part of the family too, so preparation must be made in advance for their transportation to you next post. Specific questions regarding exporting of pets should be addressed to TSC office.

Documents needed:

- ☐ Rabies vaccination certificate not more than one year old
- ☐ Health Certificate issued not more than 10-14 days prior to date of departure.
- ☐ Passport & Diplomatic ID card
- ☐ Processing fee

The following veterinarians have been used by Embassy personnel for transportation services.

Dr. Farouk Bahgat –291-4985

People's Dispensary of Sick Animals (PDSA) – 482-2294

Maadi Veterinary Clinic – 351-6650

Dr. Wasfy George – 415-0821 (Heliopolis)

Dr. Anwar George – 340-3294 (Zamalek)

When flying with a pet as accompanying baggage consideration must be given to the weather.

During hot weather, airlines will place an embargo on transporting pets. You should book your flight arrangements for your pet well in advance and reconfirm as the time nears to insure that you will not have weather related problems.



Relocation, Reentry and Employment: **A Plan- Don't Leave Home Without One!**

As the summer approaches, many family members who are working at post will be winding down in their present jobs and thinking about relocating either at another overseas post or in Washington. Many plans and constructive activities can be done in advance to aid in future employment. NOW is the time to take control of your next job search. Any job search, especially one that requires relocation, involves a six-level decision-making process.

- | | |
|----------------------------|--|
| 1. Self-Assessment | Evaluate what is important to you, identify skills, interests, values, lifestyle preference, etc. |
| 2. Exploration | Investigate a wide variety of work and life options. |
| 3. Choosing | Select an employment goal after comparing your options with your priorities, interests and qualifications. |
| 4. Taking action | Apply specific job-search strategies. |
| 5. Adjusting to transition | Acclimate yourself to your new situation. |
| 6. Reevaluation | Reassess your position once you have adjusted to your new situation and possibly restart the decision-making strategies in step one. |

Step 1: Use any career planning books available in the CLO office to help in identifying skills and establishing priorities. If there are any career counselors available at post, make an appointment to meet with them. If possible, talk with Personnel Officers and Administrative Officers for counseling about jobs which are available to family members in most Missions.

Step 2: The amount of access to material available at post will determine the degree to which you can pursue this step overseas. Using some of the materials available in the CLO, begin exploring available options for your next overseas post or back in Washington. If you are moving to another overseas post, check the FAMER (Family Member Employment Report) for job opportunities. This report is alphabetized by post and lists the multiple employment opportunities both in the Mission and on the local economy available at each post. If you will be returning to Washington for Home Leave before going to your next post, look into the availability of functional training at the Foreign Service Institute (FSI) or other courses offered at the Overseas Briefing Center (OBC). Remember, you must request functional training in advance through FLO (Family Liaison Office), and you will need to plan ahead to coordinate dates of training and Home Leave. Finally, ask the CLO or Personnel Officer if any job announcements for Washington have been received at post. Usually this information will also be published in your Embassy newsletter.

Step 3: Once you have identified your skills, priorities and options, you can then identify one or more employment goals, i.e., what types of jobs you are looking for.

Step 4: Now it's time for a plan of action. If you know what you want, how are you going to get it? Start developing job-search strategies. Who will you talk to etc.? Read about networking in career planning resources in CLO. Start developing or modifying your resume or your SF-171. Once again, materials should be available in the CLO to help you with your preparation. Also, show your resume or 171 to colleagues who can critique them.

Finally, if you haven't already done so, submit your resume to the CLO or Personnel Officer at your next post. They will be able to help you decide what jobs are coming available that you are qualified to apply for. If you are returning to Washington, be aware that many firms and government offices in Washington may look to FLO for qualified applicants returning from overseas posts. It might be a good idea to send FLO your resume.

Once in Washington, take advantage of the many services FLO offers Foreign Service spouses, including individual employment counseling and a self-help resource library of job search materials. Throughout the year, FLO collaborates with the OBC to provide employment-planning workshops. FLO also sponsors networking meetings at the State Department for Foreign Service family members who are working or who are interested in working for the Federal Government.

Remember, relocating to Washington can be a daunting prospect and looking for a job can certainly add to the anxiety. Having a plan of action can make the transition and your job search easier. It's never too early to begin!

a) Job Hunting on the Internet

The Internet has opened up vast opportunities both for gathering information about job opportunities as well as for publishing information concerning job hunters. The problem job seekers have is not sufficient information, but rather learning to manage the flood of information available online. There are now over 11,000 job-related sites on the Internet, and the number is increasing by the day. The resources and tools available fall into several broad categories, although the distinctions between these are sometimes blurry.

(1) Introductory Guides

A number of excellent on-line guides are available. At least two of the following should be perused for an introduction to the resources available. Please note that website addresses and features can change rapidly.

- www.interbiznet.com First steps in the job hunt
- www.jobtrak.com The Riley Guide, Employment Opportunities and Job Resources on the Internet
- www.ups.purdue.edu Site for job seekers and employers, over 950 on-line job search resources and services. Maintained by Purdue University Placement Service.
- www.washingtonpost.com/parachute Advice from Richard Bolles, author of 'What Color is Your Parachute'.
- www.job-hunt.org Job search meta-list (a list of lists!)

When seeking international positions, keep in mind that a large number of multinationals, particularly those in high-tech fields, offer links from their Home Page to searchable in-house job databases indexed geographically. The “International Job Listing” rubric in the Purdue website indicated above is a good general resource.

Search Engines

These search the Internet for relevant web sites based on keywords that are input.

- www.altavista.com Popular search engine, visited millions of times per day
- www.search.com Feeds requests to the top 11 search engines
- www.spt.com “Starting point” is both a general Internet gateway and meta-search engine
- www.monster.com Lists over 50,000 jobs worldwide
- www.yahoo.com Choose “classifieds”, then “employment”

Resume and Job-Posting Sites

You can post your resume on the Internet for review by prospective employers (but remember, your current boss may be looking here...). These sites usually also provide numerous job listings.

- www.resumix.com Industry leader in resume processing and human resource management software, including notes on the ideal scannable resume
- www.resume.net Offers an excellent list of links to job related newsgroups arranged by profession
- www.webcom.com Personal web page/CV hosting, plus an e-mail address for \$10/month
- www.resumenet.com Extensive list of links to other sites of interest, arranged by profession
- www.pobox.com Lifetime e-mail addresses for the highly mobile
- www.ol-resume.com Home page and resume posting service
- www.career.com No-cost search for jobs, listings indexed by company, location and profession

Business Directories

Information about particular types of employment and/or employment in specific geographical areas.

- www.europages.com Search engine indexing employers by country, and by product/service
- www.yweb.com “Yellowweb”, a sort of Internet yellow pages
- www.europeonline.com Gateway site for European business and commerce
- www.fedworld.gov Federal government job vacancies
- www.northernva.com Northern Virginia web site
- <http://amsquare.com/america/virginia.html> Northern VA career center
- <http://va.jobsearch.org> Virginia State Employment Commission

Classified and Newsgroups

Like local newspapers, these sites search for job listings via the Internet.

- www.careerpath.com Search engine that accesses over 200,000 jobs posted in the NY Times, Washington Post, LA Times, Boston Globe, San Jose Mercury News and the Chicago Tribune
- www.careermosiac.com Click on Usenet “jobs.offered” for an index of over 20 job-related newsgroups. The service is averaging over 60,000 postings daily from the top USENET newsgroups and the index is rebuilt every 24 hours on a rolling basis.
- www.careermag.com.careermag/ Job openings and employer profiles
- www.espan.com Has job openings and career advice
- www.iccweb.com Internet career connection
- www.job-link.com Job-link

General Career-oriented Sites

Varied websites to help you match your skills and interests to available jobs.

- www.occ.com On-line career center, a job search engine that also offers free resume hosting
- www.careersonline.com Collaborative skill-matching service by 45 east coast recruitment firms
- www.jobweb.com/catapult Index of job listings and career guides
- www.homefair.com Produced by the Center for Mobility Research. This site calculates the salary you would need to make in a new city, based on cost-of-living differences.



How to Ship Consumables

Although you may include consumable products (food items, paper products, toiletries etc.) in any shipment of household effects, your assignment might entitle you to a special “consumables allowance shipment”. Your travel orders should indicate if you are authorized consumables allowance. The weight allowance for shipment of consumables has been established at 2,500 net pounds for a two year assignment and 3,750 net pounds for a three year assignment.

An additional allowance shall be provided when an employee extends their tour of duty. For each six month extension, the employee may be authorized an additional 625 net pounds shipment. For a one year extension, the employee may be authorized an additional 1,250 net pounds shipment. The authorization is good for a year from the date of arrival at post.

You may choose to send a portion of your consumable allowance when you depart for post or after arrival at post request the remainder of your shipment (maximum 2 supplemental shipments authorized) as long as it is within a year of your date of arrival at post. If you are moving from one overseas post to another, be sure that your orders authorize you to ship consumables from the Washington, DC metropolitan area (no other U.S. area will be authorized) as well as from your present overseas assignment.

You may ship your consumables separately from your household effects. However, if you decide to combine both categories make sure that your documents indicate the exact weight of your consumables. If your shipment exceeds the combined weight allowance, you will be responsible for the additional costs. Also, be sure to keep the documentation for both shipments separate.

The Post Report or your travel orders will indicate whether you are entitled to a consumables allowance. You may also check with the Transportation Office to find out if your post qualifies (202)647-4140, Room 1244NS or (703)302-8624, Room E1113, NFATC (one floor below the OBC). If you are in Washington, the Overseas Briefing Center at the Foreign Service Institute in Arlington can help you find out if your post has a consumables allowance and how to go about ordering items. OBC and Transportation also have catalogs from certain companies that sell consumables.

Since it is difficult to determine how much of what type of consumables you will need for a two year tour, it is recommended that you check in the briefing box at OBC. Several embassies have provided lists of recommended consumables that may be helpful. The “returnee file” at OBC is another resource for obtaining information. You may also want to write directly to your post for suggested items to include.

Most consumables vendors do not provide a delivery service. For vendors such as Ho Ho, Giant, American Supply, Shopper’s Food Warehouse, SAM’s Wholesale, and the Fairfax location of BJ’s, we suggest you arrange with the packer to pick up the items from the store. Make sure you give the packer a written list of the items that should be picked up from the vendor. Ensure that the Office of Transportation knows that you have items to be picked up from the vendor for packing. If

you are using companies such as Price Club or other locations of BJ's, we recommend that you bring your purchased items home and have them packed with the rest of your household effects.

Most posts today have a co-op, often referred to as the "commissary" which is a duty-free import facility affiliated with the embassy. Depending on the post, the co-op size and selection of items varies. As a consequence of the high costs of transportation, the prices at the co-op can be much higher than in the U.S. Therefore, take full advantage of your consumables allowance.

Places to Buy Consumables

American Supply P.O. Box 1207 Bryans Road, MD 20616 Phone (301)870-0200 Fax (301)843-9654	Will arrange shipment for all types of products including a variety of consumables any time you need them before or during your overseas tour. You may order cases or individual items. Call for a free catalog, or view a sample at OBC.
Giant Food, Inc. International Trade P.O. Box 1804 Washington, DC 20013 Phone (301)341-4741 Fax (301)618-4957	Will send catalog upon request- not restricted to Giant products. See sample catalog at OBC.
Ho Ho Diplomat Service 3000 Annandale Road Falls Church, VA 22043 Phone (703)538-2252 Fax (703)538-2253	Sales for shipment of consumables or HHE with travel orders. Will fill orders from overseas (see sample catalog in CLO or at OBC). Read carefully claim and refund policy. Needs 15 working days for shipment to be ready to be sent overseas.
Shoppers Food Warehouse 4600 Forbes Blvd. Lanham, MD 20706 Phone: (301) 306-8608	Goods that are available in stores can be prepared for shipment. No credit cards, only cashier's checks or cash accepted. No catalog is available, you just need to go through the aisles in the store and pick what you want.
Price Club (by Pentagon City) 1200 South Fern Street Arlington, VA 22202 Phone (703) 413-2324 Gaithersburg Price Club 880 Russell Ave. Gaithersburg, MD 20879 (301)417-1520	It's advisable to bring your Price Club purchases home and have them packed from there. Notify Transportation of your plan. Price Club Members can make their purchases by cash, personal check or the Discover Card. Non-members may pay by cash or the Discover Card, with a 5% non-member fee being applied.

BJ's Wholesale Club 13053 Fairlake Parkway Fairfax, VA 22202 Phone (703)803-0200 BJ's Wholesale Club 101 South Van Dorn Street Alexandria, VA 22304 Phone (703)212-8700	The BJ's location in Fairfax is the one that is best equipped to process your overseas order. BJ's members can make their purchases by cash, personal check, MasterCard, or the Discover Card. If you are using another BJ's location, it is advisable to bring your purchases to your home for shipping and to advise Transportation that you will want it packed from there.
SAM's Wholesale Club 610 North Frederick Ave. Gaithersburg, MD 20877 Phone (301)216-2550 SAM's Wholesale Club 14050 Worth Ave. Woodbridge, VA 22192 Phone (703) 491-2662	The two SAM's have agreed to allow clients purchasing consumables to come into their stores during their private hours from 7-10am as well as the regular hours to do their shopping. Payment may be made by cash, personal check, or the Discover Card. Purchases may be picked up by shipper at these stores after consultation with Transportation. Please call ahead if you plan on shopping during their private hours.



Washington Area School Districts

Where to live and what school to attend are tough questions and the choice is yours. It is easier when the housing and the school are chosen for you! The schools in Fairfax, Arlington, and Montgomery Counties offer a wealth of services and the school districts would tell you that all the schools are equally good. They all have services for the range of abilities from disabled to gifted.

If you know the general area where you want to live and can start with what you can afford and the type of house you would like and present that to a realtor. (there are quite a few listed in the Foreign Service Journal). Realtors have lots of information about the schools in each area. Think about the type of environment you want for your children. Be able to walk to school? Be in a community with lots of other children? Other foreign Service children? Townhouse? Cul de Sac? Parkland? Swimming? Other sports availability? Do you want an area that is ethnically diverse? Offers stability from long time residents? Is convenient to public transportation and commuting? Offers a community feeling?

Some of the schools are very large. Some of the high schools offer IB programs, or other special offerings, and a variety of sports and languages. To get started: Try the FLO web site to look at their document on Washington Area Schools. <http://www.state.gov/www/flo/>

You can compare information about various schools from these web sites:

<http://www.fcps.k12.va.us> (Fairfax County Public Schools)

<http://www.acps.k12.va.us> (City of Alexandria)

acpsim1@arols.com (Arlington County)

<http://www.loudoun.k12.va.us> (Loudoun County)

<http://www.mcps.k12.md.us> (Montgomery County)

<http://www.washingtonpost.com/wp-srv/local/education.htm> (Information on Schools)

<http://www.washingtonian.com/schools/grading.html> (For lots of informatino on various schools and districts throughout the area comparing SAT scores and other standardized testing)

The book, Independent School Guide for Washington, DC is a comprehensive guide available for purchase: \$14.95 + \$2.00 for shipping from:

Independent School Guides
7315 Brookville Road
Chevy Chase, MD 20815
301-986-5370



Courses Offered at the Overseas Briefing Center

*Please note that the Community Liaison Office also has the National Foreign Affairs Training Center Schedule of Courses that are held throughout the year.



An Independent Advocate for You

Moving back to Washington after years abroad in a close-knit community sometimes can be a real jolt. Keeping our Foreign Service connections in a large Metropolitan area like Washington can make the transition so much easier. The Association of American Foreign Service Women (AAFSW) offers an active calendar of activities and services in Washington that may appeal greatly to you. Membership is open to all women who (or whose immediate relatives) are serving or have served in one the foreign affairs agencies or at a diplomatic mission overseas. Male spouses are also invited to join.

The Association of American Foreign Service Women (AAFSW) was formed in 1960 by a group of Foreign Service wives who wanted to better the quality of life in the Foreign Services for families. They wanted training opportunities in foreign languages and area studies for spouses and a system for exchanging information on educational facilities and on living at foreign posts. They saw these goals as a means of improving the overall effectiveness of the Foreign Service.

Today, after 33 years of solid achievement, AAFSW continues to promote the interests of Foreign Service families at home and abroad. A non-profit organization of spouses and employees, the group lobbies, both in the Department of State and on the Hill, to improve the quality of Foreign Service life.

Fund-raising provides scholarships for Foreign Service youth and contributions to community organizations in the Washington area. One of AAFSW's earliest projects, the Housing Desk, continues to provide assistance to employees and their families through rental and sale listings and an annual survey of temporary housing facilities.

AAFSW was a driving force in the creation of the Family Liaison Office, participated in the opening of the Overseas Briefing Center at the Foreign Service Institute, and was a founder of Around the World in a Lifetime (AWAL), an organization for Foreign Service teens. It is a staunch supporter of the Foreign Service Youth Foundation and provides thousands of dollars in scholarship funds from the proceeds of the annual BOOKFAIR, a traditional event supported by AAFSW members and volunteers from the Foreign Service community.

Recently, AAFSW launched its Secretary of State Pin for Outstanding Volunteerism recognizing members around the world who have made significant contributions through unpaid work. Other recent initiatives have included a referral service for short term child care, a Crisis Support Network, a Foreign Born Spouse Network, and a Women in Transition support group for those divorcing. Lecture and program mornings, a writer's group, Forum committee, and many volunteer opportunities offer reentering Foreign Service families ways to get reconnected with the Foreign Service community in Washington.

CLO has copies of AAFSW's most recent newsletter, plus membership forms.

In a nutshell, AAFSW can be an independent advocate for you in the following areas:

- Evacuee Support Network
- Overseas Representatives
- Interesting Speakers
- Bookfair
- Daily Bookroom
- Day Care Issues
- Neighborhood Network
- Monthly Newsletter
- FORUM
- Legislative Committee
- Housing Office
- Oral History Program
- Donations to Community Projects
- Foreign Born Spouse Network
- Scholarships and Adult Education Loans
- Advocacy with Congress and the Foreign Service agencies

For more information about AAFSW, please write to them at:

AAFSW
5125 MacArthur Blvd. N.W.
Suite #36
Washington, DC 20016
Phone (202)362-6514
Fax (202)362-6589



Stateside Relocation Contacts

<p>FLO (Family Liaison Office) Department of State, Room 1212A Washington, DC 20520-7512 Phone (202)647-1076 Fax (202)647-1670 www.state.gov/www/flo</p>	<p>A/OS Office of Overseas Schools A/OS, Room 245, SA 29 Department of State Washington, DC 20522-2902 Phone (703) 875-7800 Fax (703) 875-7979 www.state.gov/about_state/schools/overseas_schools@dos.us-state.gov</p>
<p>AWAL and FSYP Around the World in a Lifetime Foreign Service Youth Foundation AWAL Administrator P.O. Box 39185 Washington, DC 20016 www.erols.com/fso/awal/html</p>	<p>ECS Employee Consultation Service Department of State, Room 5914 Columbia Plaza, Room 5914 NFATC, Room E3127 Washington, DC 20520-2256 Phone (202)663-1815 Fax (202)736-4658</p>
<p>OBC (Overseas Briefing Center) Foreign Service Institute 4000 Arlington Blvd. Arlington, VA 22204-1500 Phone (703)302-7267 Fax (703)302-7452</p>	<p>AAFSW (Association of American Foreign Service Women) 5125 MacArthur Blvd. NW, Suite 36 Washington, DC 20016 Phone (202)362-6514 Fax (202)362-6589</p>



Materials of Interest in CLO

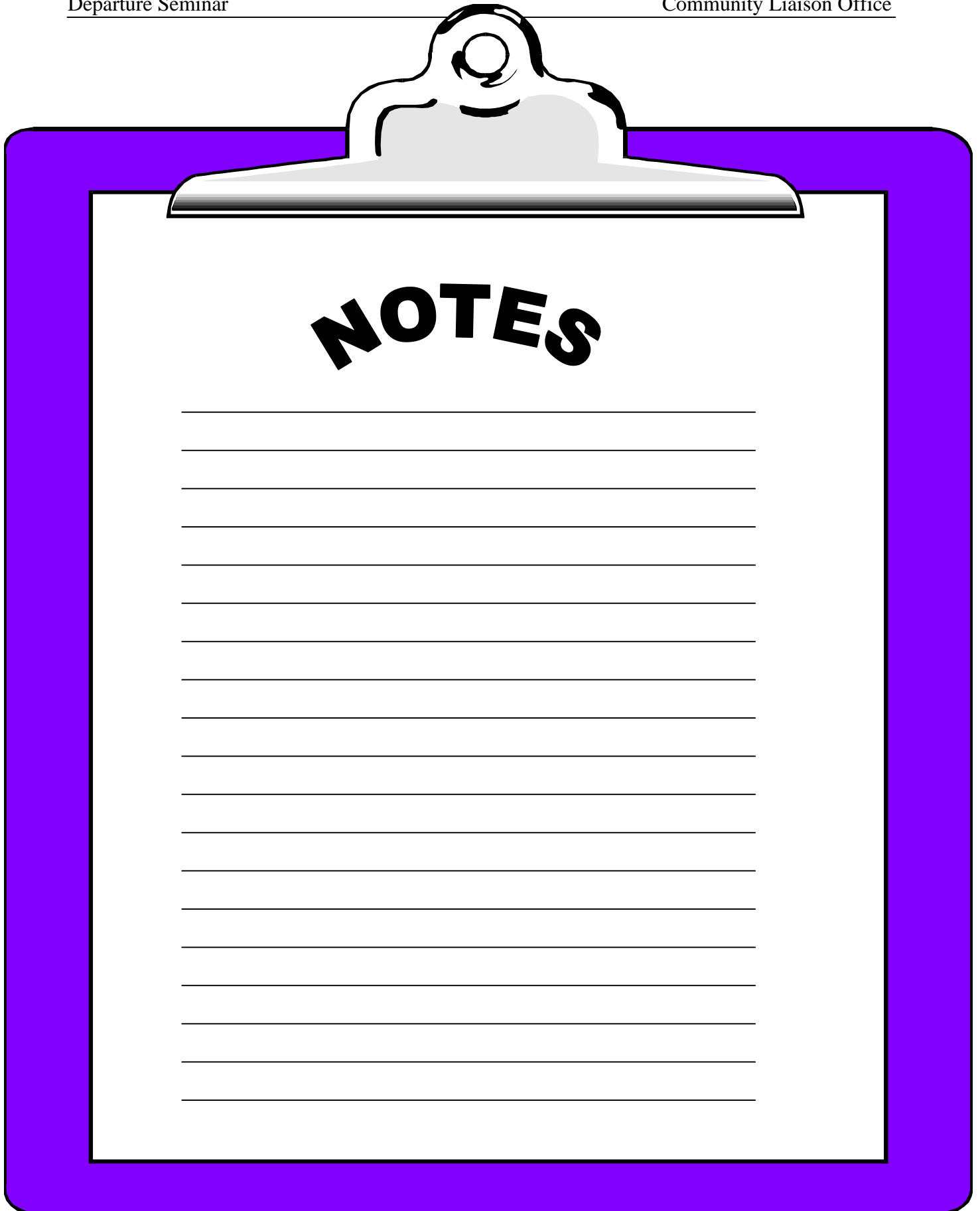
The following materials of interest to those either moving back to the States or to another overseas assignment can be found in the CLO office.

1. AAFSW Furnished and Unfurnished apartments in the Washington, DC, Maryland and Northern Virginia areas.
2. File of long term housing companies and real estate agents.
3. The Relocating Spouse's Portfolio
4. Foreign Service Assignment Notebook
5. Hello! Washington: A handbook on everyday living for international residents
6. Culture Shock: Psychological reactions to unfamiliar environments
7. Mission Overseas: A handbook for U.S. families in developing countries
8. Post Reports – maintained by the Department of State, available for every US mission
9. NFATC Schedule of Courses through the year 2000
10. FAMER – Overseas Family Member Employment Report
11. The Relocating Spouses Guide to Employment
12. The Complete Guide to International Jobs and Careers

CLO recommends the following books on moving for those with children:

1. *The Moving Book- A Kids Survival Guide*, by Gabriel Davis
2. *Goodbye House: A Kids' Guide to Moving*, by Ann Banks
3. *The Berenstain Bears' Moving Day*, by Stan Berenstain
4. *Good Answers to Tough Questions About Change and Moving*, by Joy Berry
5. *Help! We're Moving*, by Dianna Daniels Booher
6. *I'm Not Moving Mama*, by Nancy Carlstrom
7. *The Best-Ever Goodbye Party*, by Amy Hest
8. *The Teenager's Survival Guide to Moving*, by Patricia Cooney Nida
9. *Moving with Children*, by Thomas T. Olkowski
10. *Moving*, by Fred Rogers
11. *No Friends*, by James Stevenson
12. *Ira Says Goodbye*, by Bernard Waber

The next two pages contain descriptions and order forms for two books published by the Foreign Service Youth Foundation that are specifically designed for internationally mobile children.



NOTES
